



PULBOROUGH PARISH COUNCIL

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**MINUTES OF AN ORDINARY MEETING
OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 19th JUNE 2014
AT PULBOROUGH VILLAGE HALL**

PRESENT: Cllrs Clarke (Vice Chairman), Dale, Ellis, Gill, Kipp, Henly, Mortimer, Tilbrook, J Wallace & E Wallace.

IN ATTENDANCE: County Cllr Arculus, Richard Keatley (Chairman of the Neighbourhood Plan Steering Group), 3 Members of the Public, and Sarah Norman (Clerk).

The meeting opened at 7.30pm

20. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Buck, Lawson, Quedstedt, Spillane & Walsh. District Cllrs Donnelly & Paterson had also advised that they were unable to attend.

21. DECLARATIONS OF INTEREST

There were no declarations of interest. The Clerk reminded Cllrs Clarke, Dale & Walsh that they needed to return their 2014 update forms as a matter of urgency.

22. MINUTES

22.1 Annual Parish Meeting

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 8th May 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

22.2 Annual Meeting of the Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 15th May 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 8 – Register of Members Interests

Forms are still required from Cllrs Clarke, Dale & Walsh. This must be returned as a matter of urgency as they were due by 12th June.

22.3 Planning & Services Committee

Members received the Minutes of the Meetings held 15th May and 5th June 2014

Clerk's Report

Nothing to Report

22.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meetings held 22nd May 2014

Clerk's Report

Item 5 – Nutbourne Common Recreation Ground (NCRG)

The Assistant Clerk was instructed to obtain information regarding thresholds of business activity, and how they relate to business rates to be paid. The Valuation Office Agency advised that if a business is conducted in a room or part of the house, which reverts back to family use at the end of the day, they are not interested and no business rates are payable. If an office is being used purely for business, they treat it on an individual basis and would send an Officer round to review. The review is based on any rent being paid, the size of the office, the locality and business use.

Item 6 – Allotments

Fred Bushby has advised that he would be able to take the fence down between the old and new allotments, and keep the taken down fence to repair the hole. However looking at the planning application and decision letter (see highlighted part of decision letter, marked item 3), this could be challenged as the dividing fence is shown on the original planning drawings, although it seems to be the perimeter fence they are referring to, but this could be challenged. Fred has also spoken to an allotment holder from the old allotments, bordering the said fence, and they feel that the older top plots are very close to the fence, and they are growing things very close to it, which would cause disruption if the whole fence was taken down. Therefore, it is suggested that a section of fence is taken from the bottom section only, and the area needed for access is cut back. Fred would still be able to do this and use that part of the fence for repair. If this is agreed by the Committee, it is suggested that this is done at the end of the growing season in September, this timing would also allow allotment holders to be advised of this action at the same time as the agreements are issued, saving on postage.

The Assistant Clerk is yet to obtain further quotations for the ditch clearance.

Item 7 – Cousins Way Trim Trail

Following sight of an email in 2010, regarding play equipment on the Parish Council's recreation ground, which stated that on Parish Council's own land the Parish Council has permitted rights for works, provided that the structure does not exceed 4 metres, the Clerk has written to HDC Planning querying their advice that planning permission is needed, and the planning officer will investigate further, but he is away on holiday. Therefore, this will be chase w/c 23rd June 2014.

Item 9- Main Recreation Ground

The resident requesting permission for an inflatable slide on the main recreation ground has advised that the insurance company they use only go up to £5m public liability on an inflatable. The Clerk has confirmed that she can go ahead with the £5m cover.

Item 10 – Dog Fouling

The article re dog fouling will be added to the autumn issue Parish magazine, as there was no space, due to the large feature on the neighbourhood plan.

Item 129 – Correspondence (from meeting 27th March 2014)

Cllr Ellis referred to the recent communication from Louise Gandolfi at WSCC PROW team and reported that the cinder path (FP2327) was extremely overgrown and WSCC would not take any responsibility for cutting back vegetation. The Clerk reported that as this was a Public Right of Way and not a WSCC owned footway, there was no duty on WSCC to cut back the vegetation; the path must remain accessible but this is the responsibility of the landowner. It was acknowledged that this stretch is not a typical PROW as it has been tarmaced and is used regularly by commuters. Cllr Arculus agreed to enquire as to the actual ownership of the path and report back.

23. ADJOURNMENT FOR PUBLIC SPEAKING

The Vice Chairman welcomed Stephen Peglar who, following his email to the Parish Council circulated under correspondence, wished to address the Council under Agenda item 4b, Public Speaking, regarding traffic speed in Rectory Lane.

Meeting adjourned : 7.45pm

Meeting reconvened: 7.46pm

The Vice Chairman thanked Mr Peglar for taking the time to address the Council.

Members noted the concerns of Mr Peglar regarding the speed of traffic from New Place Road, through to Glebelands and down to Rectory Lane. County Cllr Arculus reported that any request for a Traffic Regulation Order (TRO) would need the support of the Parish Council. Cllr Tilbrook advised that, as he will report under Representatives, he will be meeting again with Richard Wells from WSCC regarding Lower Street and this may be raised in association with this. The issue will therefore be referred to the Planning & Services Committee for further discussion.

24. NEIGHBOURHOOD PLAN

The Chairman proposed that this item be moved up on the agenda to enable Mr Keatley to leave as soon as possible and all agreed.

The Vice Chairman welcomed Richard Keatley, Chairman of the Steering Group, to give a report on progress.

Mr Keatley advised that all the working groups were now formed and have been working to identify Assets & Treasures, Stakeholders and will now be involved in the preparation of the Household Survey.

Two of the groups (Housing and Transport & Infrastructure) have been unable to meet but discussion will be take place at the Steering Group next week on how to fast track these.

The household survey is proving a challenging exercise. Surveys for other plans have been used as a base but the Steering Group were keen to include factual data about the parish to inform residents.

Cllr Gill enquired as to whether professional input had been sought. Mr Keatley advised that it had not due to the level of costs and also as the experience on the Steering Group was considered sufficient to do the exercise "In house".

The Survey will be delivered to every house with further copies available both in hard copy and to be downloaded. There will also be an online version. It is due to be distributed late July/early August with the results presented at the Harvest Fayre at the end of September.

The Steering Group would like to see the formation of a "network" of volunteers across the Parish to answer questions and also chase up returns. It is anticipated that all Councillors will be part of the network.

The data collected from the survey will be passed to Action in rural Sussex (AirS) for input into the State of the Parish Report (SOP), the first deliverable under the plan. It was noted that the SOP will included statistical data on the current situation together with the results from the survey. It was noted that some data supplied by AirS is now several years old and Cllr Tilbrook (Vice Chairman of the Steering Group) stated that he is keen to ensure that consideration is given to projections of how the demographics may change over the plan period. Cllr Dale referred to recently released commuter

affordability research which places Pulborough as the most expensive place in Horsham District and third in the County.

Mr Keatley stated that the Steering Group had agreed at the outset not to steamroller through the process but to ensure that it was carried out correctly. The timing and outcomes of HDC's plan were also of concern. Whilst the plan will not now see changes, if there are successful challenges when examined it is possible that the entire process would start again. Mr Keatley also expressed concern that the number of houses to be met by "the rest of the district" has increased from 500 as per the draft plan to 1500 in the proposed submission that is to be examined. This has been confirmed by the Clerk with HDC Neighbourhood Planning Officer and Mr Keatley expressed frustration that this has not been flagged up by HDC to the Steering Group. The Clerk was instructed to contact both District Councillors and question why there had been no clear notification of this substantial change.

The Clerk highlighted to Members that the Grant received from Locality was time constrained and assumed that certain milestones were met before 31st December 2014. If these milestones were not met then part of the grant would need to be returned with no guarantee that further funding would be available in 2015.

Mr Keatley reported that a team, headed by David Hurst, is handling the communication and publicity. Cllr Mortimer advised that she had not received anything and it appeared that there was an issue with the contact details passed to David Hurst. The Clerk is to circulate contact details to David Hurst for Cllr Mortimer as soon as possible.

Cllr Dale advised that he has approximately 300 words available in his article for the August Sussex. Mr Keatley advised that he will ask David Hurst to contact Cllr Dale as soon as possible.

The Steering Group will be meeting again on Monday 23rd June to progress the survey, a copy of which will be circulated to all Members for comment.

The Vice Chairman thanked Mr Keatley for attending.

25. DISTRICT AND COUNTY

Cllr Arculus reported that she had attended meetings regarding the hub and Lower Street (Cllr Tilbrook to report on the latter under Representatives).

Things continue to move forward, albeit at a slow pace. The Swan Corner area is still the priority for 2015/16 and the plans for the crossing from the station is still progressing.

An area of major concern is the tunnel under the railway line and particularly pedestrian access. Cllr J Wallace reported that a letter from 1968 has come to light in which County acknowledge that the bridge is a safety concern. It was noted that a developer is to meet with Members shortly regarding the possibility of building to the west of the station and that this tunnel must be a priority. Cllr Arculus expressed frustration that as these talks were progressing, WSCC Highways have still not been approached for their input which will be vital.

The Vice Chairman thanked Cllr Arculus for attending.

26. S106 FUNDING

Members received the most recent summary of available S106 Community Contributions and noted that there were no changes from the previous summary.

27. DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY PRELIMINARY DRAFT CHARGING SCHEDULE CONSULTATION

Concern was expressed that the new CIL contribution will need to cover all infrastructure needs including Fire, education, roads, which would have previously been covered by S106. It was noted that the document states that

“As of April 2015 contributions will be collected by CIL and it will no longer be possible to raise contributions towards relevant infrastructure through S106 agreements unless specific types of infrastructure or projects are specifically excluded from CIL, such as affordable housing”.

Members questioned whether the square metre applied to the floor space or plot size. It was noted that the documents stated :

“Once adopted, the CIL Charging Schedule will set out a standard rate (£ per sqm) Gross internal Area . . .”

After further discussion it was AGREED that there was no comment to be made.

28. HORSHAM DISTRICT PLANNING FRAMEWORK:PROPOSED SUBMISSION REPRESENTATION PERIOD

Members received a copy of the comments made on the draft framework (see minute no 68 of Full Council Minutes dated 19th September 2013).

Cllr Tilbrook suggested, and all AGREED, that as the deadline for comments was Friday 27th June, Councillors forward their comments to the Parish Office by 5pm on Tuesday 24th June and he will collate a response on Wednesday 25th June.

The Clerk informed Council that the comments would need to be circulated to all Members for approval and that a majority of those in attendance (6 of the 10 Cllrs present) at the meeting would need to confirm their acceptance of the comments before she may submit to HDC. If the necessary 6 agreements are not received then she will be unable to submit any comments.

Cllr Dale suggested that comments be made on the policies rather than the 1st part which is text.

29. MEMORIAL GARDEN

Cllr Dale reported that the anti tank cylinder was now in place and work was progressing. He also advised that he will be contacting the bugler to discuss non military music for the opening ceremony. A plant list has now been received from Brinsbury which will be passed to the Parish Office as soon as possible. Cllrs Clarke and Kipp requested that the list be forwarded to them also.

The Clerk advised that the contractor has requested that the small silver birch by the southern boundary be removed as it is proving a problem with the stone laying. The Parish Clerk has confirmed that this lies outside of the conservation area and HDC have given their approval. It was therefore AGREED that the tree be removed.

The Clerk suggested that the Village Signs be utilised to publicise the event but this would cost £160. After discussion it was AGREED, with all in favour to approve the expenditure.

RESOLVED: Expenditure of £160 for signs to publicise garden opening.

The Clerk was instructed to ask HDC to clean up car park i.e. cut grass, sweep leaves etc ready for opening. A request is also to be made to block off spaces by the garden for the opening event.

Cllr Querstedt would be asked to approach the Oddfellows about refreshments as soon as possible.

After discussion, invitees were AGREED as :-

Jean Seagram MBE (on behalf of PDCCA)
Chairman HDC
District & County Councillors
Nick Herbert MP
Leaders of all Churches
Scouts
Schools
TV/Radio/Press

30. VILLAGE MARKET

It was AGREED that Cllrs Tilbrook & Ellis should attend the Village Market on 28th June 2014.

31. DUCK RACE

It was noted that the White Hart is still closed following an arson attack and therefore the discussion could be postponed.

Cllr E Wallace reported that Jellybeans and the Baptist Church were making plans to revive the event.

32. VEHICLE MOVEMENTS ARISING FROM BROADFORD BRIDGE

Cllr Dale expressed major concerns regarding the level of traffic, especially HGV's, that will result from this site. The application gave a figure of 65 movements per day and these could head south onto the A29 towards Pulborough. Cllr Dale was of the opinion that this increase could be detrimental to the Parish.

Cllr Tilbrook was of the opinion that the traffic for the approved application will have no noticeable effect.

Members received a copy of West Chiltington Parish Council's comments on this issue.

Cllr Dale also expressed concern that the Parish Council look inside the parish boundary only when considering issues and not give due consideration to events outside of the parish which may affect the parish.

After discussion, Members gave no further instructions to the Clerk in this regard.

33. REPRESENTATIVES

Cllr Ellis had attended the 40th anniversary party for the Pulborough Society.

Cllr Ellis had attended the recent LAT meeting (minutes circulated under correspondence) which received complaints from residents regarding anti social behaviour on the main rec but no police were in attendance at that meeting.

Finally, Cllr Ellis had attended the HALC meeting (notes circulated) where anxiety was expressed by other Parishes about the actions or lack of actions by HDC. HALC will be co-ordinating responses to HDC and are happy to come and talk to the Parish Council.

The issue of video recording of meetings was also discussed and Cllr Arculus agreed to forward an email from WSCC on this issue.

Cllr Tilbrook had attended a meeting with Richard Wells from WSCC regarding Lower Street. This had been attended by representatives from PCP, Traders and HDC. The areas for improvement that are being considered include widening of pavements where

possible, average speed limit enforcement, leveling and raising of pavements where applicable, action to alert drivers that they are entering the village centre, more on street parking and improved signage for the car park etc. Further meetings will be held in July and September.

The Clerk reported that she had attended a meeting of the Community Youth Worker at which the issue of the main rec had been raised. Dan Jenkins advised that he was given the clear impression that alcohol was being acquired from the Sports & Social Club. This issue is due to be considered by the R&OS Committee in July.

34. CORRESPONDENCE

The Correspondence is attached as Appendix 1.

35. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

Tractors (speed and hay on Lower Street) – Cllr Kipp *To be placed onto P&S Agenda.*

36. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
Office First	150.46
Ricoh UK Ltd	155.54
Pulborough Social Centre	35.60
SSALC Ltd	120.00
S Norman	6.30
New Call Telecom Ltd	6.78

The meeting closed at 9.20pm

.....Chairman

.....Date

CORRESPONDENCE**FULL COUNCIL 19th June 2014**

All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.

HDC

- i) New Management Structure 2014. Copied to Council.
- ii) Horsham District Think Family Programme – background information. Copied to Council.
- iii) Press Releases : “Public Can Attend Exhibition on Proposed Submission”
“Collaboration to Showcase Horsham Town Centre”

Sports Pavilion Refurbishment

Copy letter from Cllr Quested to Ms Nathalie Braham-Pearl, Director of Community Services at HDC. Copied to Council.

HALC

- i) Minutes of the Annual Meeting held 20th May 2014. Copied to Council.
- ii) Notes from Cllr Ellis from meeting 20th May. Copied to Council.

SPARSE Rural

Invitation to join a Rural Local Council Sounding Board.

Horsham Rural Towns Forum

Minutes of the meetings held 24th March and 29th May 2014. Copied to Council.

Resident Letters (all Copied to Council)

- i) Email expressing concern about the speed of drivers on Rectory Lane
- ii) Email regarding increased aircraft activity above Stopham.
- iii) Letter regarding development within Parish and just outside the boundary.

SSALC

May/June 2014 Newsletter. Copied to Council.

Nutbourne

Copy email string from Nutbourne Residents Association and WSCC Highways regarding speed of traffic through The Street. Copied to Council.

WSCC

- i) Joint Minerals Local Plan – Engagement Event 8th July 2014
- ii) LEADER funding workshops 4th and 8th July 2014

Village Market

Report from Cllr Ellis from 24th May 2014. Copied to Council.

EXPO

Report on EXPO 2014 from David Hurst. Copied to Council.

Pulborough Society

May 2014 Newsletter

South Downs National Park Authority

Notification of relocation of SDNPA to the South Downs Centre and details of open day 27th July 2014.

Publications

- i) CPRE Annual Report 2013
- ii) Local Council Review Summer 2014
- iii) Pulborough Community News (St Mary's Church) June 2014

South East Coast Ambulance Service

Briefing regarding new Make Ready Centre in Chichester. Copied to Council.

A27 Action Launch

Invitation to event on 26th June. Copied to Council.

Sussex Police

- i) Briefing – Unauthorised Encampments. Copied to Council.
- ii) May Monthly Update. Copied to Council.

HDC

- i) Press Release – Appointment of Rural Employment Development Officer. Copied to Council.
- ii) Horsham District Business Newsletter. Copied to Council.

WSCC

Update on Broadband. Copied to Council.

Local Action Team

Minutes of meeting 11th June. Copied to Council.

Journal of Local Planning.

Summer 2014 edition. Copied to Council

Billingshurst Parish Council

Email regarding speed restrictions along A29 by Brinsbury Campus. Copied to Council